

# City of Sumter



## JOB ANNOUNCEMENT

### Human Resources Accountant Human Resources

Job Purpose: To perform a variety of human resources activities that include but are not limited to: overall detailed reconciliation of all payroll accounts; balancing and closing monthly, quarterly and year-end payroll ledgers; balancing employee retirement ledger; completing and submitting state and federal quarterly returns; audit of invoices paid from employee deductions; providing total compensation information for the city budget process; reviewing and interpreting specific IRS and state payroll regulations/payroll tax regulations; preparing and processing payroll. Reports to the Human Resources Director.

Minimum Qualifications: Bachelor's degree in Accounting or Finance with 3-5 years work experience, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Deadline to Apply: Open until filled

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov) to:

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150